

MLD-2025

13 May 1982

MEMORANDUM FOR: Chief, Operations Group

FROM : Chief, London Bureau

SUBJECT : Word Processing

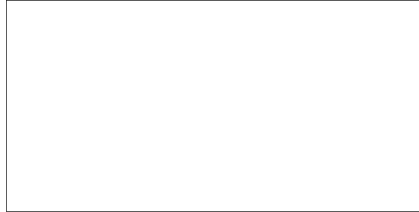
1. Paragraph 4 contains a proposal for your approval.
2. [REDACTED], the deputy in our Communications Section, has been producing the monthly production report on a BBC Wordplex System 80 word processor for three months now. Each report is 22 pages, but it can be handled with ease on the word processor. Without it, we could not produce the report each month given our present resources. And we certainly cannot continue to use the BBC machine indefinitely; even now, our "time share" is limited to non-duty hours, which in turn limits our flexibility.
3. Purchase of an expensive word processor cannot be justified for production of just this one monthly report. We have therefore been surveying our general office production needs and think we have identified sufficient usage to justify the machine: Monthly production reports, coded sourceline lists (an aid in preparation of production reports), coverage reports, lists of routing address package headings (which are constantly changing), housing leases, inventories, staff and nonstaff address lists, the post report, Roset cruising data, all kinds of forms, letters to applicants (these are basically just form letters and requirements vary, but in recent weeks over 200 have had to be manually typed), and other formal correspondence. Other uses will no doubt become apparent as time goes on.
4. We propose to purchase a word processor and add one teletypist to our communications staff. This additional position in the Communications Section would be used part-time to compile and prepare the production report (estimated to require 18 hours a week) and handle the word processing tasks outlined in the preceding paragraph. Any time remaining would be usefully employed in normal teletype duties. We envisage a mini word processing center in the Communications Section, replacing our present antiquated office typing system. We would plan to have Stockwell train at least 10 teletypists in use of the word processor and rotate them in such a way that one would always be available for word processing tasks Monday through Friday. (It may be that we can eventually thus eliminate the second administrative clerk position at Caversham but as most of the duties of that position involve mail distribution and other chores that have nothing to do with word processing we would prefer to look at it later, after the word processing unit is in operation).

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5. We are by no means set on the Wordplex. Probably American machines are available at lesser cost. (The Wordplex machine costs about 6,000 pounds, we are told.) In any case, we would like a machine that has more powerful calculating ability than the Wordplex. Also, we know that funds are tight and chances of obtaining the machine this fiscal year are slim. But if you have no objections in principle, we will try to work up some specs on what is required and include its purchase as an unfunded item in our FY-83 budget update due in July.



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